

WellCast

How to

APOLOGIZE



DATE _____

Feeling bad? Follow these four steps to say those big words: "I'm Sorry."

1 Assess the **SITUATION**

Write down the whole story of what happened.

2 Write out your Gameplan

Now, script out what you're going to say when you apologize.

3 Conversation

Once you said your part, allow the other party to express their feelings.

4 Try to make **AMENDS**

And last, write down several ways that you'll change your actions for the better!